SECTION E - SUPPLY/REQUISITION TYPE TRANSACTIONS.

This section includes the DAFIS Document Types that deal with supply and requisition type transactions. Following is an overview of these.

1. **Overview:**

    a. Bills sent from Other Government Agencies (OGA) are usually paid as document type 35's. These bills are sent from a variety of DOD billing offices and for a variety of services and supplies. Most of these bills have billing details consisting of a Z-MILSTRIP requisition number and a fund code. The DAFIS document number is created from the Z-MILSTRIP requisition number and, if a fund code is indicated on the bill, the fund code table is used to determine the accounting line to be charged.

    b. Bills from OGA's not having the Z-MILSTRIP requisition number and fund code are exceptions and are handled on an individual basis. Creation of the DAFIS document number may be unique to the type bill and is discussed by bill type under the individual sections of document type 35.

    c. Obligations of document type 35's are recorded as Transaction Code (TC) 051 in DAFIS. If no obligation is recorded in DAFIS, a transaction code to directly expend the payment will be made. Depending on the type of bill paid, these can be TC 103F, TC 128, or other TCs that record a direct expenditure.

    d. All document type 35's that remain as outstanding obligations greater than a year old will be automatically deobligated by DAFIS on a monthly basis. A unique batch ID will be assigned.

    e. Miscellaneous MILSTRIP and GSA call-ins that must be manually obligated by creating a Z0A transaction in ARMS may also be deobligated by creating a "ZDL" transaction, if needed. See the ARMS User Manual for further details or see paragraph 9 under Miscellaneous "Z" Requisitions in this section of Chapter 12.

2. **Descriptions:** Several types of government bills and transactions are recorded under document type 35. Document type 35 transactions may reflect one of two different types of batches: (1) an interface batch where position 7 of the batch number is always an alpha character, or (2) a batch processed by a technician on-line direct into DAFIS where position 7 is always a numeric.

    The following are the different types of bills and document transactions that are recorded as document type 35's. The Batch/Serial number (which is part of the Batch ID, positions 6 - 9) are given to help identify what type of document has been recorded to your PES report. These are:

Batch Description	Batch Serial/Numbers
a. ARMS/MILSTRIP and Z0A Obligations	FHFA - FHFZ, FHF0 - FHF9 FHGA - FHGZ, FHG0 - FHG9

2. b. 1080 Bills (Interface)   FHLA - FHLZ, FHMA - FHMY
                                                      FHNZ - FHNY
           (On-line Direct)   F200 - F249

     c. GSA Supply Bills   FHEA - FHEZ, FHE0 - FHE9

     d. CG Milstrips from CG ICP'S   FHHA - FHHZ, FHH0 - FHH9

     e. Into-Plane Fuel Bills   F200 - F249

     f. DRMO Bills (Interface)   FHLA - FHLZ, FHMA - FHMZ
                                                      FHNZ - FHNZ
           (On-line Direct)   F200 - F249

     g. Defense Transportation Bills:
           (Interface)   FHLA - FHLZ, FHMA - FHMY
                                                      FHNA - FHNY
           (On-line Direct)   F200 - F249

     h. Transfers between CG Units   F7XX - F8XX

Table 12E-1 Batch/Serial Numbers for Document Type 35

3. DAFIS Document Numbering from Z-MILSTRIP Requisition Format:

   a. A typical Z-MILSTRIP requisition is made in the following format:

   SAMPLE: Z1234541231234

OPFAC/DODAAC	Julian Date	Serial Number
Z12345	4123	1234

   b. When processed in DAFIS the Z-MILSTRIP requisition number is converted to a DAFIS document number as follows:

Document Type	FY	OPFAC/DODAAC	Julian Date	Serial Number
35	94	12345	123	1234

   c. The document will be posted to the PES report as 3594123451231234. The Julian date of the MILSTRIP requisition determines the FY in the DAFIS document number.

4. MILSTRIP Fund Code Table:

   a. Fund codes determine the exact line of accounting that the requisition will be obligated to on the PES report. Fund codes are used to determine the accounting to be charged for the 1080, GSA and miscellaneous Z-MILSTRIP

4. a. bills generated from DD-1149's and DD-1348's which are paid at FINCEN. It is imperative that all requisitioners refer to their MILSTRIP fund code table prior to making requisitions, in order to avoid PES errors. Valid fund codes need to be used for all requisitions requiring a fund code.

  b. Accounting data on the fund code table should be maintained as valid and current by District budget offices, parent commands and Program Managers. Any additions, corrections, or deletions to the table are directed by the District budget offices, parent commands or Program Managers to the FINCEN. Requests from individual units should be made through their budget offices. Point of Contact is FINCEN (SD).

  Note: If corrections/deletions are made to the DAFIS RT2 accounting tables by request from the District Budget Office that affect the fund code table accounting lines, the District POC responsible for the MILSTRIP fund code table should notify FINCEN (SD) immediately.

  c. Funds codes must be established on the table with the requisitioning OPFAC prior to use by the unit. Units can review their MILSTRIP fund code tables in Interactive ARMS. When in the "Entry" mode, the subcommand "FUND" should be entered. The fund codes established with their OPFAC will be displayed.

  d. Standard fund codes should be followed when possible. An OPFAC which needs to order and charge material to many different Program Elements, Cost Centers or Object Classes will need to establish fund codes other than the standard fund codes. NOTE: A different fund code must be established for each specific accounting line.

  e. Units making requisitions with invalid fund codes will be notified by the FINCEN on a monthly basis by message. Units will be required to supply the correct line of accounting for all requisitions made using invalid fund codes so that the requisitions will be obligated and expended to the correct accounting line.

5. How Accounting Data Is Assigned:

  a. The MILSTRIP fund code table is constructed in key fields, beginning with the requisitioning OPFAC and fund code followed by the complete accounting line. From the MILSTRIP requisition, the requisitioning OPFAC (DoDAAC) in record position 30 - 35 and the fund code in record position (52 - 53) are matched to the OPFAC and fund code on the table. If the OPFAC/fund code combination is matched, the accounting line on the table with that OPFAC/fund code combination is assigned to that transaction for obligation purposes.

  Note: The appropriation codes for OE and Reserve funds are derived from the Julian date in the MILSTRIP requisition. (i.e., 4002 becomes 401 or 42, 3002 becomes 301 or 32, etc.).

  EXAMPLE: MILSTRIP requisition Z7777740026001 with fund code of SA is matched to the fund code table on 77777 and SA.

5.   a.   (cont'd) The fund code table is set up as:

OPFAC   Fund Code   Accounting Line
77777   SA   3 401 132 30 DO   77777   2674

The OPFAC and fund code (77777 and SA) are found on the table and the accounting line assigned will be whatever line is established on the table. In this example the accounting line assigned will be 2/3/401/132/30/0/DO/77777/2674.

NOTE: NO OTHER METHOD IS USED TO ASSIGN THE ACCOUNTING DATA - ONLY THE OPFAC/FUND CODE COMBINATION. THIS SAME LOGIC IS USED TO ASSIGN ACCOUNTING DATA FOR PAYMENTS MADE AS DOC TYPE 35s.

6.   To Establish MILSTRIP Fund Codes:

a.   Budget offices should submit requests to the FINCEN (SD). Before submitting a request, the budget office should ensure that the accounting line is valid in DAFIS (on RT2 table). Requests should be made via E-mail to MILSTRIP/FINCEN.

b.   Fund codes are established with the requisitioning OPFAC. All requests should indicate the requisitioning OPFAC, the fund code and the type of action (add, change or delete) to be taken, along with the complete line of accounting. The following format should be followed, grouped by type of action:

TYPE OF ACTION: ADD

	FUND	
OPFAC	CODE	ACCOUNTING LINE
77777	SA	2/3/401/132/30/0/DO/77777/2674
77777	SD	2/3/401/132/30/0/DO/77777/2673

7.   Reserved Fund Codes:

a.   There are several fund codes reserved for specific uses. These are Supply fund codes:

XE	for Uniform Clothing	(Program Element 81)	Approp XU6
XS	for General Supplies	(Program Element 83)	Approp XG6
XQ	for Fuel	(Program Element 85)	Approp XF6
XM	for Subsistence	(Program Element 82)	Approp XS6

These should be used only for orders of supply fund purchases.

b.   Fund code "XP" is reserved for DRMO Disposal of Hazardous Waste bills. Do not use this fund code for requisitioning items through Interactive or Batch ARMS.

c.   Fund Code "99" is reserved for payment of transportation charges for government freight by the Defense Transportation System (DTS).

7. d. There are specific fund codes which should be used by units requisitioning Navy Type/Navy Owned (NTNO) equipment. These fund codes use a system data field to capture the costs associated with this program and must be established with the FINCEN through the budget offices. Budget offices should make sure that these are established for all units authorized to requisition this type of equipment. See Chapter 11 for further information.

FUND CODE	DESCRIPTION	SYSTEM DATA CODE
VL	MK92 Fire Control System	SM92
VM	MK75 76MM Gun	SM75
VN	Close in Weapons System	SCWS
VP	MK38 Gun/Assoc Equipment	SM38
VR	Harpoon/Assoc Equipment	SHRP
VS	Other Ordnance	SMRD
TL	Sonar/Assoc Equipment	SSNR
TM	SLQ 32/Assoc Equipment	SSLQ
TN	WLR 1/Assoc Equipment	SWLR
TP	Other ESM/Related Equipment	SESM
TR	Air Radar/Assoc Equipment	SARD
TS	Communications	WCME
TT	APS 137 Radar/Assoc Equipment	AAPS
AP	Avionics Radar/Assoc Equipment	AMRA
AR	Avionics Communications	AAVC
AS	Avionics Navigation	AAVN
TV	IFF/TACAN	ATAC

e. Fund code "TD" is reserved for Industrial Inventory in appropriation XD6. Fund code "TE" is reserved for Industrial Projects in appropriation XD7.

f. Fund code "AV" is reserved for all aircraft fuel. See page 12E-35 for details.

8. Miscellaneous Items:

a. Units can make obligations (without requisitions) for miscellaneous milstrip orders made outside the ARMS system by creating Z0A documents in ARMS, or in Batch ARMS. Enter Z0A in the Document Identifier field of the requisition. The Z0A will post as an obligation to the PES report, but no requisition will be sent out to DAAS. A valid fund code charging the correct accounting line must be used. Z0A's entered without valid fund codes will not be obligated.

b. When Z0A's are created for GSA CSC call in orders, the julian date from the Customer Bin Order Document must be the date used on the Z0A and must be entered into LUFS with that same julian date in the document number.

c. When ordering free issue items, only signal code "D" or "M" should be used on the requisition. Use of signal code "D" or "M" prevents the order from obligating.
NOTE: If ordering ammunition from the Navy that is free issue to the Coast Guard and requires the use of fund code Y6, the signal code of "D" or "M" must be used on the requisition, even if called in to the Coast Guard representative.

d. Valid fund codes should be cited on all documents dealing with OGA's. The FINCEN receives bills with these fund codes on them and charges the bills according to the fund code.

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9. Defense Transportation System Bill Processing: Record transaction costs billed for shipment of government freight services provided by the Defense Transportation System (DTS) against each Transportation Control Number (TCN). This detail will be provided for most TCNs used in conjunction with standard Transportation Account Codes (TACs) as document type 35.